

**U.S. DEPARTMENT OF STATE
U.S. MISSION TURKEY
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Mission Turkey Grants Program

Funding Opportunity Number: ANK-NOFO-FY22-01

Deadline for Applications: February 4, 2022, 17:00 Turkey Time

Assistance Listing Number: 19.040

A. PROGRAM DESCRIPTION

U.S. Mission Turkey of the U.S. Department of State announces an open competition for non-profit organizations, higher education institutions and individuals to submit applications to carry out projects on one or more of the following key bilateral themes. Please follow all instructions below.

Support Shared Security

Projects for consideration in this category should support and advance cooperation between the United States and Turkey in efforts to counter terrorism, address transnational crime, promote the role of women in peace and security, and increase cooperation in the eastern Mediterranean.

Strengthen Economic Prosperity, Promote Innovation, Foster Entrepreneurship, and Improve the Digital Economy

Proposals in this category may include, but are not limited to, entrepreneurship training; small-and-medium enterprise (SME) planning; teaching marketing and outreach techniques; fostering research and development/innovation; and advancing awareness of and adherence to labor rights and laws. Proposals are welcome that strengthen the open and dynamic digital economy and that highlight sectors with growth potential such as local tourism/hospitality, value-added agrobusiness, innovative agricultural technology/practices, and inclusive financial services. These projects could include the utilization of cloud-based technology to meet local needs, training on the importance of the free flow of data, and improving the data literacy of citizens to take advantage of publicly-available information. Proposals are welcome to increase cooperation between U.S. and Turkish scientists and industry, particularly in the fields of agricultural technology innovation, green technology applications, combatting climate change, developing the blue economy, and efforts to address Covid-19. Proposals that partner with U.S. private sector firms to strengthen business-to-business relationships and those that harness the Turkish-American diaspora's knowledge, experience, and investment resources to spur growth in economically disadvantaged regions across Turkey are welcome.

Reinforce Democratic Values

Proposals in this area should reinforce respect for international human rights norms within Turkey, counter gender-based violence, support LGBTQI rights, promote the rule of law and freedom of expression, and/or strengthen the capacity of Turkish media and civil society in order to advocate for human rights and freedoms. Programs here may also aim to assist Turkish media as well as media consumers in identifying and responding to misinformation and disinformation.

Foster Turkish and U.S. Ties

Proposals for this category should include programs to develop English language teaching/learning that also promote diversity, inclusion, and/or the representation of specific marginalized communities. Proposals are also welcome that promote STEAM education, develop networks between U.S. and Turkish STEAM educators and organizations, and encourage study in the United States. Activities would seek to build personal, educational, and commercial ties between the Turkish and American people and promote a positive understanding of the value of the relationship between the two countries. Proposals aiming to protect and/or restore important cultural and historical sites are also welcome.

Program Objectives:

Projects should have a public teaching/public dialogue or educational component. Applications with an American component are considered stronger.

Priority Region: Proposals including activities located outside Turkey's metropolitan areas are encouraged.

Participants and Audiences: Projects focused on underserved communities (youth, women, LGBT, etc.) are encouraged.

B. FEDERAL AWARD INFORMATION

Length of performance period: Maximum 24 months

Award amounts: Awards may range from a minimum of \$5,000 to a maximum of \$75,000

Type of Funding: FY21 Smith Mundt Public Diplomacy Funds

Anticipated program start date: May 2, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grant or cooperative agreement. Cooperative agreements are different from grants in that U.S. Mission staff are more actively involved in the grant implementation.

Program Performance Period: Proposed programs should be completed in 24 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following applicants are eligible to apply:

- U.S. and Turkish not-for-profit organizations, including think tanks and civil society/non-governmental organizations

- Public and private higher educational institutions
- Individuals

The U.S. Mission cannot give grants to high schools, commercial firms, not-for-profit companies (such as techno parks), municipalities, or government establishments.

There are no such restrictions for project partners.

2. Cost Sharing or Matching

Applications that have in-kind or cost-sharing support are considered stronger.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Organizations or individuals with an existing, open grant with U.S. Mission Turkey are ineligible to apply for additional grants until the existing grant is closed.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at <https://tr.usembassy.gov/education-culture/grant-opportunities/> and www.grants.gov

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English

- All budgets are in U.S. dollars
- All mandatory documents are submitted by e-mail to GrantsTurkey@state.gov by the deadline February 4, 2022, 17:00 Turkey time. If any documents are found to be missing, the application package will be considered incomplete and therefore ineligible for further evaluation in this competition cycle.

Mandatory Documents

1. SF424 Forms: Please make sure to submit all three SF424 forms. These forms can be found under the “Docs & Forms for Applicants” section of the Embassy’s Grant Opportunities webpage <https://tr.usembassy.gov/education-culture/grant-opportunities/>

1.1. Form SF-424 (Application for Federal Assistance for organizations) if applying as an organization or **form SF-424-I** (Application for Federal Assistance for individuals) if applying as an individual.

1.2. Form SF424A (Budget Information for Non-Construction programs)

1.3. Form SF424B (Assurances for Non-Construction programs)

2. Grant Application Form: Please use the Grant Application form provided under the “Docs & Forms for Applicants” section of the Embassy’s Grant Opportunities webpage <https://tr.usembassy.gov/education-culture/grant-opportunities/> The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to achieve. Please do not exceed the character limits.

2.1. Budget Justification Narrative: The budget justification narrative section is at the end of the Grant Application Form. Explain how and why each budget line item helps to meet the project deliverables. In other words, describe each of the budget expenses as to how the costs were estimated and justify the need for the cost. Include information about your project’s scalability. For example, can your budget increase or decrease based on such factors as the number of participants or geographic spread? Note that increased budget flexibility can increase a proposal’s competitiveness.

Make sure that your application package consists of at least 4 attachments (mentioned above). If any of the documents mentioned above are missing, the submitted application will be considered ineligible, regardless of the amount of funding requested.

Optional Documents

- Legal registration documents of civil society organizations and non-profit organizations
- One page CV or resume of each key personnel who are proposed for the program
- Letters of support from project partners describing the roles and responsibilities of each partner or a Memorandum of Understanding among all partners (if applicable)
- Official permission letters, if required for project activities
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file (This is applicable to only U.S. organization).

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

This process may take up to a month or even longer in some cases, so please start the process as soon as you decide to apply to this funding opportunity.

4. Submission Dates and Times

Applications are due no later than February 4, 2022, 17:00 Turkey time.

5. Funding Restrictions

Activities that are not typically funded include but are not limited to: Paying to complete activities begun with other funds; political party activities; charitable activities; construction projects; fund-raising campaigns; commercial projects; scholarships to support educational opportunities or study and research for individuals; or projects aimed only at primary institutional development of the organization.

Lump sum costs, alcoholic beverages, entertainment costs and vague budget line items, such as “Miscellaneous Items” or “Unforeseen Expenses” will not be funded. Proposals with budgets in large part requesting funding for travel to the United States will be viewed unfavorably.

6. Other Submission Requirements

- Please do not send applications via cloud transfer systems or with Google Drive links.
- Do not send e-mail with win.rar and win.zip attachments.
- The Embassy’s e-mail system has a 25 MB limitation. Any e-mail which exceeds 25 MB may not be delivered. Should your application package exceed 25 MB, consider sending it in several smaller e-mails.
- All applicants will receive an automatically sent confirmation e-mail. Applicants who send multiple e-mails will only receive one automatically sent confirmation e-mail. Please check your spam/junk mailbox and make sure you have received the confirmation e-mail. If you do not receive it, this means we did not receive your application.
- Applications received after the deadline of February 4, 2022 at 17:00 Turkey time will be considered ineligible.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Organizational Capacity– 5 points:

- o The applicant has expertise in its stated field and has the internal controls in place to manage federal funds. (up to 2.5 points)
- o The applicant has planned ahead in regards to who the key personnel will be and what roles they will undertake. (up to 2.5 points)

Support of Equity and Underserved Communities – 5 points:

- o The proposal clearly demonstrates how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

Quality and Feasibility of the Program Idea – 20 points:

- o Clear, concise, and well-supported statement of the problem. (up to 5 points)
- o The need for the proposed project, goals and objectives are clearly stated. (up to 5 points)
- o The project ideas are well-developed, with detail about how the project will be carried out. (up to 5 points)
- o The proposal includes a reasonable implementation timeline and effectively allocates resources (up to 5 points)

U.S. Component – 10 points

- o The project has a potential to further the relationship between Turkey and the U.S. (up to 5 points)
- o The applicant will partner with a U.S. organization or includes a U.S. expert. The project clearly promotes U.S. values and the topic area applied for. (up to 5 points)

Impact and Outcome – 10 points:

- o Goals and objectives are clearly stated, and project approach is likely to provide maximum impact in achieving the proposed results. (up to 5 points)
- o Project shows strong potential to reach a new or large target audience. (up to 5 points)

Monitoring and evaluation plan – 10 points:

- o Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal (up to 5 points)
- o The project includes output and outcome indicators and the proposed evaluation provides tangible/measurable products (up to 5 points).

Branding and Marketing / Visibility – 5 points

- o The project has a well thought out marketing plan and strategy. Explains how the U.S. support will be visible and how the U.S. component will be promoted.

Sustainability – 10 points

- o Project activities will continue to have positive impact after the conclusion of the program. (up to 5 points)
- o Applicant has a continuity plan, will be able to add new components if the project continues and secure funds for the continuation of the program. (up to 5 points)

Risk Assessment – 5 points

- o Risk Assessment – Applicant has laid out possible risks; has developed alternate and contingency plans.

Budget – 20 points:

- o Realistic - The budget is realistic, accounting for all necessary expenses to achieve proposed activities (up to 5 points)
- o Reasonable – Costs are reasonable in relation to the proposed activities and anticipated results (up to 5 points)
- o Scalable – The project's scale and budget can be reduced, if necessary (up to 5 points)
- o Cost sharing – The applicant is seeking funds from other sources or willing to contribute (up to 5 points)

2. Review and Selection Process

A review committee will evaluate all eligible applications.

Shortlisted applicants may be asked to provide additional documentation or revisions to their proposal.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

All applicants will be informed about the results of this competition by e-mail by April 2022.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method:

Payments will be made through Electronic Funds Transfer (ACH/EFT) and will generally be disbursed as follows:

1. At the beginning of the program to help Recipient reserve facilities, buy materials and other items necessary to commence program as an advance (%40)
2. As a second installment, following submission of mid-financial and progress reports, depending on milestones achieved (30%)

3. Upon receipt of program report or verification of completed programs, the balance (30%) will be reimbursed to the Recipient.

The Recipient is required to refund to the U.S. Government any unexpended funds related to a reduction in scope of the federal assistance activity or purpose after the completion of the program.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),

- Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

In accordance with the Executive Order on Advancing Racial Equity and Underserved Communities, proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

3. Reporting

Reporting Requirements: Recipients will be required to submit quarterly, semi-annual, annual and final financial reports and program reports depending on the duration of their project. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

We are not able to accept telephone inquiries or meeting requests. Please check the Frequently Asked Questions section of the Embassy's Grant Opportunities webpage at <https://tr.usembassy.gov/education-culture/grant-opportunities/>

If you have any questions about the grant application process, please submit your questions in English to GrantsTurkey@state.gov before 17:00 on January 14, 2022.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.